

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT V -  
Accounting and Business Services

SALARY GROUP: B21

DEPARTMENT: Accounting and Business Services

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Charlene Maresh DATE: 07/14/2016

POSITION #: 031187

**I. JOB SUMMARY**

Performs highly complex accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; preparing and overseeing the preparation of agency budgets; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Analyzes the status of agency funds and financial activity; oversees and coordinates the preparation of periodic and annual financial reports; and reviews and oversees the review of accounting documents, periodic and special financial analyses, and financial reports for budgetary and administrative use.
- B. Oversees and directs the maintenance of accounting records to include receipts, disbursements, and other journals; and establishes, maintains, and oversees the maintenance of systems and controls necessary to provide accounts of expenditures and budget balances for agency programs to ensure accurate cost information is available.
- C. Develops methods for internal controls to include documentation, preparation, and processing; and oversees the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures.
- D. Functions as a consultant to agency administrative, supervisory, and technical staff on financial and accounting matters; and reviews, evaluates, and provides technical assistance to staff performing accounting transactions.
- E. Supervises the work of others.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning accounting, auditing, or financial operations experience.
3. Experience in the supervision of employees preferred.
4. Experience in coordinating accounting and financial operations preferred.
5. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
6. Governmental financial operations experience preferred.

**B. Knowledge and Skills**

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of finance administration and fiscal accounting.
3. Knowledge of agency financial programs, governmental accounting, budget control methods, policies, procedures, laws, and regulations pertaining to fiscal operations.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.

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8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to review technical data and prepare technical reports.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to apply highly advanced accounting theory.
13. Skill to analyze, consolidate, and interpret financial data.
14. Skill to research and resolve discrepancies and inquiries.
15. Skill to train and supervise employees.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.